

Page Denied

DDA 84-0217/49

30 March 1984

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Follow-up on DCI's Speech on Excellence

REFERENCE: Memorandum for Multiple Addressees from DDCI, dtd 16 Mar 84,
Same Subject (DDA 84-0217/37; ER 84-1193/1)

The following is a status report on the Director's 16 March speech and your memorandum of the same date concerning follow-up items suggested by the interdirectorate task force. The report pertains to items which have particular applicability to the Directorate of Administration (DA). Since you tasked both the Deputy Director for Administration and the Director of Personnel with a follow-up response, I am attaching the Director of Personnel's comments separately.

1. Provide resources at the Directorate level for task forces on special problems:

- a. The Directorate has established a development complement of ten positions to be used for assigning career trainees during their interim assignments and, where necessary, to temporarily assign other personnel in training or who are between assignments.
- b. We have established the Directorate of Administration Advisory Committee composed of the DA Deputy Office Directors who meet regularly to recommend courses of action in the pursuit of excellence and to reduce bureaucracy within the DA, hopefully with attendant cost savings.
- c. I have retained under my immediate control some FY-84 funds which will permit me to provide money where needed for unfunded items or augmentation to existing programs where I see the need later in the fiscal year.

2. Eliminate property requisitioning authority:

In accordance with your oral approval, we do not intend to implement the elimination of MPA/PRA. We have, however, raised the imprest funds level to reduce the paperwork in the Office of Logistics (OL). This has been done by the ADDA's memorandum to the EA/DDCI on 28 March 1984 which raises the imprest funds level from \$300 to \$1,000 and personal appeal items from \$50 to \$100.

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SUBJECT: Follow-up on DCI's Speech on Excellence

3. Institute Directorate career day:

Plans are underway for a DA career day to be held in the fall of 1984. It will be open to all Agency employees.

4. Administrative procedures for external training:

a. Remind training officers that:

(1) Unnecessary paperwork is being required at the component level.

(2) The Office of Training and Education (OTE) needs only the signature of the Training Officer (or designee) and one approving officer except for costs exceeding \$3,000 which requires Senior Training Officer approval.

(3) Training requests with short registration deadlines can, consistent with cover concerns, be approved by telephone--paperwork to follow.

(4) Components can witness training agreements when required, OTE need not be involved.

b. Financial processing requirements are under review between OTE and the Office of Finance.

c. OTE is looking into the possibility of "satellite registration" centers to assist employees working in outlying buildings.

d. A review of cover processing requirements has been initiated with the Central Cover Staff, DO.

5. Directorate Trends and Highlights Course:

We have advised each Senior Training Officer of our willingness to help with course planning and development. Specifics are to be discussed at a Senior Training Officers meeting scheduled for 11 April 1984.

6. Develop a checklist for orienting new employees:

Basic introduction for new employees will also be discussed at the 11 April Senior Training Officers meeting. We need to determine whether new employee courses are the best vehicle for meeting the DCI's goal or whether work ethics and cultural issues might best be handled at the Directorate or component level.

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7. Relax Security Restrictions on family visitation days:

A memorandum is being prepared relaxing family visitations to vault areas on family days as long as no family visitors are exposed to classified data or displays.

8. Temporary clearances to spouses for briefings and training prior to overseas departure:

The Office of Security makes arrangements for temporary clearances for spouses for courses such as Operations Orientation for Spouses, Overseas Orientation, Counterterrorist Tactics Course, and language training.

9. Health Fairs:

The Office of Medical Services (OMS) has appointed a committee to plan and conduct health fairs to begin later in the spring of 1984.

10. Health Newsletter:

A quarterly classified OMS newsletter is being prepared for publication later this spring. Each issue will address subjects relating to overseas assignments, fitness, travel, environmental safety, and general medicine.

11. Physical Fitness Facility:

OMS is making alterations in the existing physical fitness room in the Headquarters building. They are working also with OL in the installation of a physical fitness room (5,000 square feet) in the new Headquarters building.

12. Use of Automatic Information Management (AIM) electronic mail system:

The Office of Data Processing plans to aggressively market the use of AIM throughout the Agency. We have contacted all ADP Control Officers to encourage them to use AIM, and the majority of our communications with these officers occurs via AIM. Also, we are working with the Position Management and Compensation Division, OP, to help them use AIM as a tool for reviewing position descriptions during audits.

Harry E. Fitzwater

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Attachment

EO/DDA (30 Mar 84)

Distribution:

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- 1 - DDA Chron
- 1 - E